



April 29, 2022

Dr. EDGARDO E. TULIN
President
VSU, Baybay City, Leyte

Thru: **Dr. DANIEL LESLIE S. TAN**
Vice President for Administration & Finance

Dear Dr. Tulin:

Good day!

The Office of the Head of Records and Archives (OHRA) Staff will be joining the OVPAF and OVPPRGAS Team Building on May 5-6, 2022 in Hinunangan, Southern Leyte. In this regard, we would like to request approval from your office for us to avail the privilege of two (2) days on official time.

We think this is the one of the best ways to increase communication and collaboration between staff from other offices and at the same time motivates my peers in doing good in their job. As to the operation of the office, 2 of my staff will not be joining the activity thus, they will serve as the skeletal force to man the office during these days.

Hope this will merit your kind approval. Thank you.

Very truly yours,


MARIA ROBERTA S. MIRAFIOR
Head, Records and Archives

Noted:

RYSAN C. GUINOCOR
Director, Administrative Services

Recommending Approval:

DANIEL LESLIE S. TAN
VP for Administration & Finance

Approved:

EDGARDO E. TULIN
President